



Chapter 5: Configuring Deposit Processing Settings

OTCnet Participant User Guide

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TABLE OF CONTENTS

Audience, Overview and Topics	3
Topic 1. Managing Custom Labels	4
Define a Custom Label	4
View a Custom Label	9
Topic 2. Managing Processing Options	12
Modify Processing Options	13
View Processing Options	30
Topic 3. Creating and Editing User Defined Fields	33
Create a User Defined Field	33
Modify a User Defined Field	39
Delete a User Defined Field	41
View a User Defined Field	43
Summary	46
Glossary	47
Index	62

LIST OF FIGURES

Figure 1. Select Custom Labels>Modify	4
Figure 2. Select OTC Endpoint.....	5
Figure 3. Step 1 of 2: Update Custom Labels	5
Figure 4. Step 2 of 2: Review Custom Labels	6
Figure 5. Modify Custom Labels Confirmation	6
Figure 6. Select Custom Labels>View	9
Figure 7. Select OTC Endpoint.....	9
Figure 8. View Custom Labels.....	10
Figure 9. Select Processing Options>Modify	13
Figure 10. Step 1 of 3: Select OTC Endpoint.....	13
Figure 11. Step 2 of 3: Define Processing Options.....	14
Figure 12. Step 2 of 3: Define Processing Options page with Accounting Classifications for Adjustments, Corrections, and Returned Items expanded	16
Figure 13. Define Processing Options page with Correspondence expanded.....	18
Figure 14. Update Deposit Processing Options with Deposit Preparation expanded	20
Figure 15. Deposit Processing Options with Transaction History expanded	21
Figure 16. Step 3 of 3: Review the Following Processing Options with Accounting Classifications for Adjustments, Corrections, and Returned Items expanded	22
Figure 17. Review the Following Processing Options with Correspondence expanded	23
Figure 18. Review the Following Processing Options with Deposit Preparation expanded	24
Figure 19. Review the Following Processing Options with Transaction History expanded	24
Figure 20. Modify Processing Options Confirmation.....	25
Figure 21. Select Processing Options>View	30
Figure 22. Select OTC Endpoint for Processing Options	30
Figure 23. View Processing Options	31
Figure 24. Select User Defined Fields>Modify	33
Figure 25. Select OTC Endpoint page	34
Figure 26. Select 1 of 3: Select User Defined Field to Maintain	34
Figure 27. Select 2 of 3: Modify User Defined Field page	35

Figure 28: Step 3 of 3: Review User Defined Fields page.....	36
Figure 29. Modify User Defined Fields Confirmation	36
Figure 30. Step 1 of 3: Select User Defined Field to Maintain	39
Figure 31. Select 1 of 3: Select User Defined Field to Maintain	41
Figure 32. Select User Defined Fields>View.....	43
Figure 33. Select OTC Endpoint.....	43
Figure 34. View User Defined Field.....	44

Audience, Overview and Topics

Audience

The intended audience for the *Configuring Deposit Processing Settings* Participant User Guide includes:

- Accounting Specialist
- Local Accounting Specialist (see Chapter 1 for specific permissions)

Overview

Welcome to *Configuring Deposit Processing Settings*. In this chapter, you will learn:

- How to create, edit and delete custom labels
- How to set your options for processing deposits
- How to create, edit and delete user defined fields specific to your agency

Topics

This chapter is organized by the following topics:

1. Maintaining Accounting Codes
2. Managing Custom Labels
3. Managing Processing Options
4. Creating and Editing User Defined Fields

Topic 1. Managing Custom Labels

After you manage your organization hierarchy and enter the appropriate accounting codes, you can customize the labels of the fields in the deposit preparation page that your organization's **Deposit Preparers** and **Deposit Approvers** see when they are preparing and submitting deposits or in reports. These are called custom labels. A custom label allows you to define a level in the organization hierarchy, the internal control number, or agency accounting code. Performing this customization is optional.

For example, if your agency refers to *Accounting Codes* as *Financial Numbers* you can have the custom label changed to *Financial Number*. As an **Accounting Specialist**, you can define, update or view a custom label.

Define a Custom Label

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**.

Figure 1. Select Custom Labels>Modify



- The *Select OTC Endpoint* page appears. Select the highest level OTC Endpoint for which you want to modify custom labels.

Figure 2. Select OTC Endpoint

Modify Custom Labels 1

Select OTC Endpoint

Select the top level OTC Endpoint to modify custom labels.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

TTHL - Training Team Top Level

Cancel

- The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next**.

Update the labels by

- Entering a title for your **Organization Hierarchy Labels**.
- Entering an agency accounting code title for the **Accounting Code Definition Label**

Figure 3. Step 1 of 2: Update Custom Labels

Modify Custom Labels 1 2

Step 1 of 2: Update Custom Labels

Update the custom labels for the organization hierarchy.

Organization Hierarchy: TTHL - Training Team Top Level

Organization Hierarchy Labels

Highest Level
Training Team Top Level

Level 2

Level 3

Accounting Code Definition Label

Agency Accounting Code
TAS/Accounting Codes

Cancel Next >

Note: You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

- The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit**.

Figure 4. Step 2 of 2: Review Custom Labels

Modify Custom Labels 1 2 3

Step 2 of 2: Review Custom Labels

Verify the following information is correct and click **Submit** to modify the custom labels for the organization hierarchy. [\[Edit\]](#)

Organization Hierarchy: TTTL - Training Team Top Level

Organization Hierarchy Labels	
Level	Label
Highest Level:	Training Team Top Level
Level 2:	
Level 3:	

Accounting Code Definition Label	
Agency Accounting Code	TAS/Accounting Codes

« Previous Cancel **Submit**

Note: From the *Step 2 of 2: Review Custom Labels* page, click **Edit** if you need to make additional changes after reviewing the information and return to Step 3.

- A *Confirmation* page appears showing that the custom labels have been modified for the organization hierarchy.

Figure 5. Modify Custom Labels Confirmation

Modify Custom Labels

Confirmation

The following custom labels have been modified for the organization hierarchy.

Organization Hierarchy: TTTL - Training Team Top Level

Organization Hierarchy Labels	
Level	Label
Highest Level	Training Team Top Level
Level 2:	
Level 3:	

Accounting Code Definition Label	
Agency Accounting Code	TAS/Accounting Codes

Return Home



Define a Custom Label

To modify a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**. The *Select OTC Endpoint* page appears.
3. Select the highest level OTC Endpoint for which you want to modify custom labels. The *Step 1 of 2: Update Custom Labels* page appears.
4. Update the custom label(s) for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.

Update the labels by,

- Entering a title for your **Organization Hierarchy Labels**.
- Entering an agency accounting code title for the **Accounting Code Definition Label**



Application Tip

You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

5. Verify the information is correct and click **Submit**. A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.



Application Tip

Click **Edit** if you need to make additional changes after reviewing the information and return to Step 4.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.



Modify a Custom Label

To modify a custom field label,

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels>Modify**. The *Select OTC Endpoint* page appears.
3. Select the organization endpoint for which you want to modify custom labels. The *Step 1 of 2: Update Custom Labels* appears.
4. Update the custom labels for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

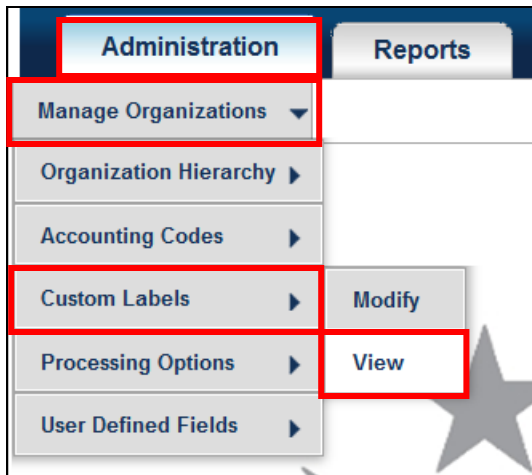
5. Verify the information is correct and click **Submit**.
6. A *Confirmation* page appears showing that the custom labels have been modified for the organization hierarchy.

View a Custom Label

You use the **View** function to review the custom labels that are in effect for your organization's deposit preparation fields.

1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **View**.

Figure 6. Select Custom Labels>View



2. The *Select OTC Endpoint* page appears. Select the highest level organization for which you would like to view the custom labels.

Figure 7. Select OTC Endpoint

A screenshot of the 'Modify Custom Labels' page in the OTCnet application. The page has a title bar that says 'Modify Custom Labels' with a small blue square containing the number '1' on the right. Below the title bar is a section titled 'Select OTC Endpoint' with a dark blue header. The text below the header says 'Select the top level OTC Endpoint to modify custom labels.' Below this text are three colored codes with their meanings: 'CHK' in red denotes check capture, 'TGA' in green denotes deposit processing, and 'M' in green denotes mapped accounting code(s). Below this is a section titled 'Organization Hierarchy: High Level Organizations'. Under this section, there is a list of organizations, and 'TTHL - Training Team Top Level' is highlighted with a red box. At the bottom right of the page, there is a 'Cancel' button.

3. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy.

Figure 8. View Custom Labels

View Custom Labels

View Custom Labels

The following custom labels are in effect for the organization hierarchy.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

Organization Hierarchy Labels	
Level	Label
Highest Level	Training Team Top Level
Level 2:	
Level 3:	

Accounting Code Definition Label	
Agency Accounting Code	TAS/Accounting Codes

[Return Home](#)



View a Custom Label

To view a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **View**. The *Select OTC Endpoint* page appears.
3. Select the highest level organization for which you would like to view the custom labels. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 2. Managing Processing Options

As part of managing your organization hierarchy, you need to define your deposit processing options. **Processing options** are parameters for the deposit and adjustments process. You must first define processing options at the highest level of the organization before defining lower level options. For lower-level organizations, if you do not define these options, then the lower-level organizations will take on the options set for the next higher level organization that does have the options set.

If you do not define processing options, your organization cannot create deposits. You can define processing options at any level within your organization. You can also view the processing options by **OTC Endpoint** report to manage processing options in your organization.

As an **Accounting Specialist**, you can modify the following processing options for your organization's hierarchy:

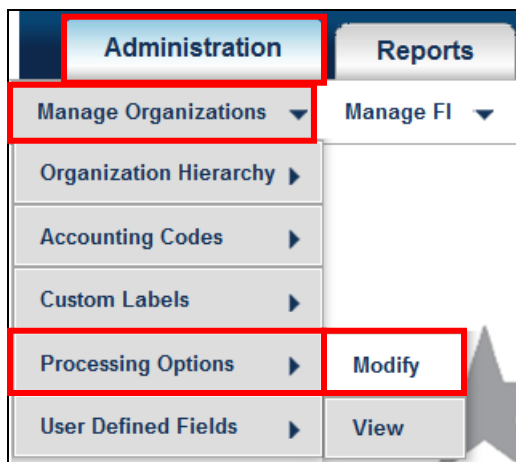
- **Accounting Classifications for Adjustments:** Identifies the default accounting codes to which you want adjusted amounts credited and debited
- **Correspondence:** Provides the financial institution with address information for any correspondence including returned item information
- **Deposit Preparation:** Sets default settings for deposit preparation to save time for Deposit Preparers
- **Transaction History:** Sets default settings for historical data about transactions

Modify Processing Options

1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Processing Options** and click **Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.

Note: Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

Figure 9. Select Processing Options>Modify



2. Select the OTC Endpoint for which you want to modify a processing option.

Figure 10. Step 1 of 3: Select OTC Endpoint

 A screenshot of the 'Modify Processing Options' page. The title bar says 'Modify Processing Options' with a '1' in a blue box. Below the title bar, a dark blue header reads 'Step 1 of 3: Select OTC Endpoint'. The main content area has the instruction 'Select the OTC Endpoint to modify processing options.' followed by a legend: 'CHK denotes check capture' (in red), 'TGA denotes deposit processing' (in green), and 'M denotes mapped accounting code(s)' (in green). Below this is the section 'Organization Hierarchy: High Level Organizations'. It includes a link 'Expand All / Contract All' and a tree structure:

- [-] TTTL - Training Team Top Level
 - [+] LL1 - Lower Level CHK TGA M
 - [-] LL2 - Lower Level 2 TGA
 - [-] LL3 - Lower Level 3

 At the bottom right of the form is a 'Cancel' button.

3. The *Step 2 of 3: Define Processing Options* page appears. Modify the processing option(s) and click **Next**.

Figure 11. Step 2 of 3: Define Processing Options

Modify Processing Options 1 2

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: TTTL - Training Team

- Accounting Classifications for Adjustments, Corrections, and Returned Items
- Correspondence
- Deposit Preparation
- Transaction History

< Previous Cancel **Next >**

Note: To narrow an accounting code search, enter a partial or full accounting code.

All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

An accounting code can be assigned to both a debit adjustment and credit adjustment.

After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type table.

To modify **Accounting Classifications for Adjustments, Corrections, and Returned Items**, you can:

Update **Default Accounting Codes** by,

- Selecting either **Use parent's values** or **Use my values**

- If selecting to **Use My Values**, entering the **Agency Accounting Code** and clicking the **Search** button (magnifying glass)
- Selecting the **Accounting Code** for the adjustment types you want to modify and clicking **Assign to Debit** or **Assign to Credit**.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Note: Click **Apply to Debit** to assign an accounting code to all debt adjustments.
Click **Apply to Credit** to assigning an accounting code to all credit adjustments.

Update **Default Accounting Code Usage** by,

- Selecting either **Use parent's values** or **Use my values**.
- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Figure 12. Step 2 of 3: Define Processing Options page with Accounting Classifications for Adjustments, Corrections, and Returned Items expanded

1
2

Modify Processing Options

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: TTTL - Training Team

Accounting Classifications for Adjustments, Corrections, and Returned Items

Default Accounting Codes

Update the accounting codes used for adjustment

☐ Use parent's values
☒ Use my values

Enter search criteria for the Accounting Code(s) you would like to view.

Agency Accounting Code

Account Code Results

<< < 1-3 > >> of 3 Records

Select	Account Code	TAS
<input type="radio"/>	1212	
<input type="radio"/>	1213	
<input type="radio"/>	1214	

Adjustment Type/Default Accounting Code	Account Code	TAS
Debit	1212	
Credit	1213	

Allow changes by organization lower in hierarchy
☒ Yes
☐ No

Default Accounting Code Usage

Define default accounting code processing for deposit adjustments

☐ Use parent's values
☒ Use my values

☐ Always Use the Default for Deposit Adjustments
☒ Default based upon Deposit Subtotals for Deposit Adjustments

Allow changes by organization lower in hierarchy
☒ Yes
☐ No

Correspondence

Deposit Preparation

Transaction History

To modify **Correspondence**, you can:

Update **Returned Items** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Figure 13. Define Processing Options page with Correspondence expanded

12

Modify Processing Options

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: TTTL - Training Team

Accounting Classifications for Adjustments, Corrections, and Returned Items

Correspondence

Returned Items

Update the correspondence address for return item

☐ Use parent's values ☒ Use my values

Organization Name*

Train

Attention

Address Line 1*

111 Train St

Address Line 2

City*

McLean

State/Province*

Virginia VA

Postal Code*

22102

Country*

United States of America US

Contact Phone Number

☒ Yes ☐ No

Allow changes by organization lower in hierarchy

Deposit Adjustments

Correspondence address for deposit adjustment

☐ Use parent's values ☒ Use my values

Organization Name*

Train

Attention

Address Line 1*

111 Train St

Address Line 2

City*

McLean

State/Province*

Virginia VA

Postal Code*

22102

Country*

United States of America US

Contact Phone Number

☒ Yes ☐ No

Allow changes by organization lower in hierarchy

Deposit Preparation

Transaction History

Previous

Cancel

Next »

To modify **Deposit Preparation**, you can:

Update **ITGA Deposit Creation** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
 - If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Subtotals and Cash Count** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

Update **Accounting Code Subtotals** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy

Update **Separation of Duties** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
 - Deposits must be prepared and approved by different employees
 - Allow changes by an organization lower in hierarchy

Figure 14. Update Deposit Processing Options with Deposit Preparation expanded

12

Modify Processing Options

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: TTTL - Training Team

Accounting Classifications for Adjustments, Corrections, and Returned Items

Correspondence

Deposit Preparation

ITGA Deposit Creation
OTC Endpoint Creation of Foreign Deposits
☐ Use parent's values ☒ Use my values
Allow OTC Endpoint to create foreign deposits
☒ Yes ☐ No
Default foreign currency when creating deposits
AUSTRALIAN DOLLAR
Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Subtotals and Cash Count
Update subtotals and currency/coin counts for deposits
☐ Use parent's values ☒ Use my values
Include sub-totals for Checks/Money Orders and Cash
☒ Yes ☐ No
Include Currency count and sub-totals by denomination
☒ Yes ☐ No
Include coin count and sub-totals by denomination
☒ Yes ☐ No
Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Accounting Code Subtotals
Negative Accounting Code Subtotals
☐ Use parent's values ☒ Use my values
Allow negative Accounting Code Subtotals
☒ Yes ☐ No
Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Separation of Duties
Update policy requiring separation of duties for deposit preparation and approval
☐ Use parent's values ☒ Use my values
Deposits must be prepared and approved by different employees
☐ Yes ☒ No
Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Transaction History

« Previous

Cancel

Next »

Modify **Transaction History** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy and click **Next**.

Figure 15. Deposit Procession Options with Transaction History expanded

Modify Processing Options 1 2

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: TTTL - Training Team

- ▶ Accounting Classifications for Adjustments, Corrections, and Returned Items
- ▶ Correspondence
- ▶ Deposit Preparation
- ▼ **Transaction History**

Transaction History

Update the number of days displayed

☐ Use parent's values ☒ Use my values

Number of days displayed*

15

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

« Previous Cancel **Next »**

5. The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**.

Figure 16. Step 3 of 3: Review the Following Processing Options with Accounting Classifications for Adjustments, Corrections, and Returned Items expanded

Modify Processing Options 1 2 3

Step 3 of 3: Review the following processing options

Verify the following information is correct and click **Submit** to store the processing options.

[Edit]

Organization Hierarchy: TTTL - Training Team

▼ Accounting Classifications for Adjustments, Corrections, and Returned Items

Default Accounting Codes

Adjustment Type/Default Accounting Code	Account Code	TAS
Debit	1212	
Credit	1213	
Inherit Option from Parent	No	
Can Descendant Org Modify	Yes	

Default Accounting Code Usage

Default based upon Deposit Subtotals for Deposit Adjustments	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

► Correspondence

► Deposit Preparation

► Transaction History

[< Previous](#) [Cancel](#) [Submit](#)

**Figure 17. Review the Following Processing Options
with Correspondence expanded**

▼ Correspondence

Returned Items

Organization Name	Train
Attention	
Address Line 1	111 Train St
Address Line 2	
City	McLean
State/Province	VA
Country	US
Postal Code	22102
Contact Phone Number	
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Adjustments

Organization Name	Train
Attention	
Address Line 1	111 Train St
Address Line 2	
City	McLean
State/Province	VA
Country	US
Postal Code	22102
Contact Phone Number	
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Figure 18. Review the Following Processing Options with Deposit Preparation expanded

▼ Deposit Preparation

ITGA Deposit Creation

Allow OTC Endpoint to create foreign deposits	Yes
Default foreign currency when creating deposits	AUD
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Subtotals and Cash Count

Include sub-totals for Checks/Money Orders and Cash	Yes
Include Currency count and sub-totals by denomination	Yes
Include coin count and sub-totals by denomination	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Accounting Code Subtotals

Allow negative numbers on accounting sub-total amounts	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Separation of Duties

Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Figure 19. Review the Following Processing Options with Transaction History expanded

Transaction History

Number of days displayed in Transaction History	15
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

« Previous
Cancel
Submit

6. A *Confirmation* page appears showing which processing options were applied to the organization.

Figure 20. Modify Processing Options Confirmation

Modify Processing Options

Confirmation

The following processing options now apply to this organization

Organization Hierarchy: TTTL - Training Team Top Level 00002099

Accounting Classifications for Adjustments, Corrections, and Returned Items

Default Accounting Codes

Adjustment Type/Default Accounting Code	Account Code	TAS
Debit	1212	
Credit	1213	
Inherit Option from Parent	No	
Can Descendant Org Modify	Yes	

Default Accounting Code Usage

Default based upon Deposit Subtotals for Deposit Adjustments	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Correspondence

Deposit Preparation

Transaction History

[Return Home](#)

Modify a Processing Option

To modify a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options>Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.



Application Tip

Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

3. Select the OTC Endpoint for which you want to modify a processing option. The *Step 2 of 3: Define Processing Options* page appears.
4. Modify the processing option(s) and click **Next**.

To modify **Accounting Classifications for Adjustments, Corrections, and Returned Items**, you can:

Update **Default Accounting Codes** by

- Selecting either **Use parent's values** or **Use my values**
- Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass)



Application Tip

To narrow an accounting code search, enter a partial or full accounting code.

Or

- Clicking **Search** (magnifying glass) to view accounting codes



Application Tip

All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

**Application Tip**

By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

**Application Tip**

If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

- Selecting the accounting code to apply a credit and/or debit adjustment type and click **Assign to Debit** and/or **Assign to Credit**

**Application Tip**

An accounting code can be assigned to both a debit adjustment and credit adjustment.

**Application Tip**

After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type table.

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by

- Selecting either **Use parent's values** or **Use my values**
- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Correspondence**, you can:

Update **Returned Items** by

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Deposit Preparation**, you can

Update **ITGA Deposit Creation** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
 - If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Subtotals and Cash Count** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

Update **Accounting Code Subtotals** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy

Update **Separation of Duties** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Deposits must be prepared and approved by different employees
 - Allow changes by an organization lower in hierarchy

To modify **Transaction History**, you can by

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box, *if applicable*
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

5. The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**.

6. A *Confirmation* page appears showing which processing options were applied to the organization.

**Application Tip**

If additional changes are required after reviewing the information, click **Edit** and return to step 4.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved. Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View Processing Options

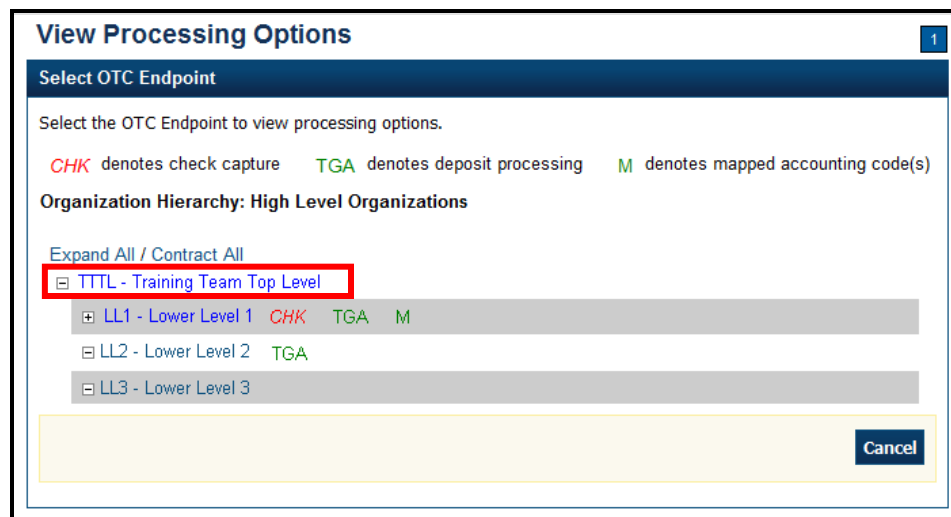
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options** and click **View**

Figure 21. Select Processing Options>View



3. The *Select OTC Endpoint* page appears. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options.

Figure 22. Select OTC Endpoint for Processing Options



4. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy.

Figure 23. View Processing Options

View Processing Options

The following processing options now apply to this organization

Organization Hierarchy: TTTL - Training Team

▼ Accounting Classifications for Adjustments, Corrections, and Returned Items

Default Accounting Codes

Adjustment Type/Default Accounting Code
Debit
Credit
Inherit Option from Parent
Can Descendant Org Modify

Default Accounting Code Usage

Default based upon Deposit S
Inherit Option from Parent
Can Descendant Org Modify

▼ Correspondence

Returned Items

Organization Name	Train
Attention	
Address Line 1	111 Train St
Address Line 2	
City	
State/Province	
Country	
Postal Code	
Contact Phone Number	
Inherit Option from Parent	
Can Descendant Org Modify	

▼ Deposit Preparation

ITGA Deposit Creation

Allow OTC Endpoint to create foreign deposits	Yes
Default foreign currency when creating deposits	AUD
Inherit Option from Parent	No
Can Descendant Org Modify	

▼ Transaction History

Transaction History

Number of days displayed in Transaction History	15
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

[Return Home](#)

Subtotals and C

Include sub-t	
Include Curre	
Include coin	
Inherit Option	
Can Descend	

Deposit Adjustments

Organization Name	
Attention	
Address Line 1	
Address Line 2	
City	
State/Province	
Country	
Postal Code	
Contact Phone Number	
Inherit Option from Parent	
Can Descendant Org Modify	

Accounting Code Subtotals

Allow negative numbers on accounting sub-total amounts	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Separation of Duties

Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	Yes



View a Processing Option

To view a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options>View**. The *Select Organization Endpoint* page appears.
3. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

Topic 3. Creating and Editing User Defined Fields

You have the ability to provide user defined fields (UDFs) for **Deposit Preparers** to enter deposit activity and accounting activity information during the deposit preparation process. A UDF is a field for the deposit preparer to complete that describes a deposit activity or deposit accounting activity (e.g. driver's license number) specific to your organization. As an **Accounting Specialist** you can create, modify, and delete a UDF for your organization hierarchy.

If your organization elects to use UDFs, you should communicate this to each of your OTC Endpoints and identify what information should be included.

You can perform several tasks in working with UDFs:

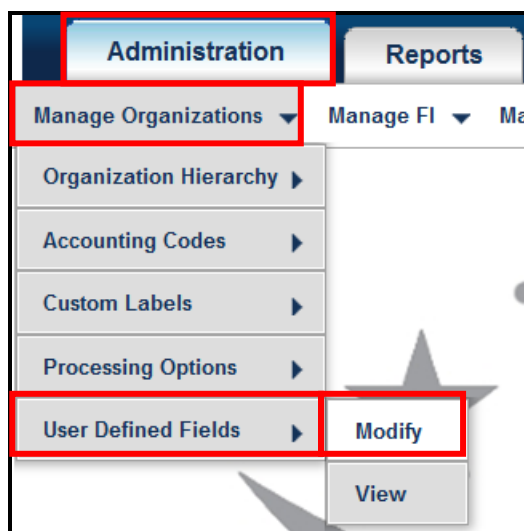
- Create a user defined field
- Modify a user defined field
- Delete a user defined field
- View a user defined field

Create a User Defined Field

You can create up to five user defined fields for your organization: up to three for **Create Deposit** UDF, and up to two for the **Create Deposit Subtotals** UDF. To create a user defined field:

1. Click the **Administration** tab. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**.

Figure 24. Select User Defined Fields>Modify



- The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).

Figure 25: Select OTC Endpoint page

Modify User Defined Fields 1

Select OTC Endpoint

Select the top level OTC Endpoint to modify user defined fields.

CHK denotes check capture *TGA* denotes deposit processing *M* denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

Training Team Top Level

Cancel

- The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Create UDF**.

Figure 26. Select 1 of 3: Select User Defined Field to Maintain

Modify User Defined Fields 1 2

Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: TTTL - Training Team

Click on the activity label to edit the User Defined Field.

Click on the 'Create UDF' button to create a new User Defined Field.

Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]

Cancel **Create UDF** **Next >>**

4. The *Step 2 of 3: Modify the User Defined Field* page appears. Add the user defined field, and click **Done**.

You can add a user defined field by,

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**
 - If the **Drop Down List of Alphanumeric Values** **Data Type** is selected, proceed to step 5
 - If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 6
- Entering the
 - **Maximum Input Length** (Maximum length is 255)
 - **Minimum Input Length**
 - **Display Order Number**
- Selecting **Mandatory** or **Optional** for Activity User Entry.

Figure 27: Select 2 of 3: Modify User Defined Field page

Note: A User Defined Field cannot be modified if it is associated with a deposit that is in **Draft** or **Awaiting Approval** status.

If the **Drop Down List of Alphanumeric Values** data type is selected a **Permitted Values** section appears. Click **List Values**. A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done** to return to the *Step 2 of 3: Modify User Defined Field* page.

The Step 3 of 3: *Review* page appears. Verify the User Defined Field information is correct, and click **Submit**.

Click **Edit** if you need to make additional changes before submitting the information and return to Step 4.

Figure 28: Step 3 of 3: Review User Defined Fields page

Modify User Defined Fields 1 2 3

Step 3 of 3: Review

Verify the User Defined Field information is correct and click **Submit**. [Edit]

Active User Defined Fields

UDF # 1 UDF 1

Activity Type	Create Deposit
Label	UDF 1
Description	UDF 1
Data Type	U.S. Monetary Amount
Display Order Number	1
Activity User Entry	Optional
Minimum Input Length	3
Maximum Input Length	8

No User Defined Fields are marked for deletion.

< Previous Cancel **Submit**

5. A *Confirmation* page appears showing that the UDF data has been saved to the database.

Figure 29. Modify User Defined Fields Confirmation

Modify User Defined Fields

Confirmation

The User Defined Field data has been saved to the database.

Active User Defined Fields

UDF # 1 UDF 1

Activity Type	Create Deposit
Label	UDF 1
Description	UDF 1
Data Type	U.S. Monetary Amount
Display Order Number	1
Activity User Entry	Optional
Minimum Input Length	3
Maximum Input Length	8

Return Home



Create a User Defined Field

To create a user defined field (UDF), complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined fields (UDFs). The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the **Create UDF**. The *Step 2 of 3: Modify the User Defined Field* page appears.
5. Add the user defined field, and click **Done**.

You can add a user defined field by

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**
 - If the **Drop Down List of Alphanumeric Values** Data Type is selected, proceed to step 6.
 - If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 7.
- Entering the
 - **Maximum Input Length** (Maximum length is 255)
 - **Minimum Input Length**
 - **Display Order Number**
- Selecting **Mandatory** or **Optional** for Activity User Entry



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit that is in **Draft** or **Awaiting Approval** status.



Application Tip

If the **Drop Down List of Alphanumeric** values data type is selected a **Permitted Values** section appears. Click **List Values**. A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done** to return to the *Step 2 of 3: Modify the User Defined Field* page.

6. The Step 3 of 3: *Review* page appears. Verify the User Defined Field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

**Application Tip**

Click **Edit** if you need to make additional changes before submitting the information and return to Step 5.

**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Modify a User Defined Field

You can modify a user defined field as needed to accommodate your organization's changing needs. Note that you cannot modify a user defined field that is associated with a deposit that is still in **Draft** or **Awaiting Approval (AWAP)** status. **Draft** or **AWAP** deposits must be submitted to the Financial Institution before you can modify any user defined fields associated with them.

1. Click the **Administration** tab. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**.
2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).
3. The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the user defined field **Label** hyperlink.

Figure 30. Step 1 of 3: Select User Defined Field to Maintain

Modify User Defined Fields 1 2

Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: TTTL - Training Team

Click on the activity label to edit the User Defined Field.

Click on the 'Create UDF' button to create a new User Defined Field.

Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]
Create Deposit	UDF 1	UDF 1	1	U.S. Monetary Amount	<input type="checkbox"/>

Cancel Create UDF Next >

4. The *Step 2 of 3: Modify the User Defined Field* page appears. Make the changes to the user defined field and click **Done**.

Note: A User Defined Field cannot be modified if it is associated with a deposit that is in Draft or Awaiting Approval status.

5. The *Step 3 of 3: Review* page appears. Verify the user defined field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

Note: Click **Edit** if you need to make additional changes before submitting the information and return to Step 4.

Modify a User Defined Field

To modify an existing user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the user defined field **Label** hyperlink. The *Step 2 of 3: Modify User Defined Field* page appears.
5. Make the changes to the user defined field and click **Done**. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in **Draft** or **Awaiting Approval** status.

6. Click **Next**. The *Step 3 of 3: Review* page appears.
7. Verify the correct user defined field information is correct and click **Submit**. A confirmation page appears showing that the user defined field data has been save to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

Delete a User Defined Field

If you find that you do not use a particular user defined field, you can delete it to save labor for your **Deposit Preparers**.

1. Click the **Administration** tab. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**.
2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to delete the user defined field.
3. The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Delete** checkbox next to the appropriate field (note that to delete all the user defined fields, you can click **Delete All**) and click **Next**.

Figure 31. Select 1 of 3: Select User Defined Field to Maintain

Modify User Defined Fields [1] [2]

Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: TTTL - Training Team

Click on the activity label to edit the User Defined Field.

Click on the 'Create UDF' button to create a new User Defined Field.

Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]
Create Deposit	UDF 1	UDF 1	1	U.S. Monetary Amount	<input type="checkbox"/>

Cancel Create UDF **Next >**

Note: A User Defined Field cannot be modified if it is associated with a deposit I that is in Draft or Awaiting Approval status.

4. The *Step 3 of 3: Review* page appears. Verify the correct information is marked for deletion and click **Submit**. A confirmation page appears showing that the user defined field data has been saved to the database.

Note: Click **Edit** if you need to make additional changes before submitting the information and return to Step 3.



Delete a User Defined Field

To delete a user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to delete the user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the **Delete** checkbox next the appropriate field and click **Next**. The *Step 3 of 3: Review* page appears.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in **Draft** or **Awaiting Approval** status.

5. Verify the correct information is marked for deletion and click **Submit**. A confirmation page appears showing that the user defined field data has been saved to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

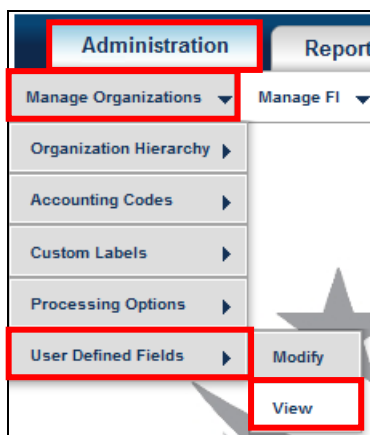
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View a User Defined Field

As an **Accounting Specialist**, **Local Accounting Specialist** and **Viewer**, you can view the user defined fields that exist for your organization.

1. Click the **Administration** tab. From the **Manage Organizations** menu, select **User Defined Fields** and click **View**.

Figure 32. Select User Defined Fields>View



2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you would like to view user defined field.

Figure 33. Select OTC Endpoint

A screenshot of the 'View User Defined Field' screen. The title bar says 'View User Defined Field' with a small blue box containing the number '1'. Below the title bar is a section titled 'Select OTC Endpoint' with a dark blue header. The text below says 'Select the top level OTC Endpoint to view user defined fields.' There are three colored codes: 'CHK' (red) denotes check capture, 'TGA' (green) denotes deposit processing, and 'M' (green) denotes mapped accounting code(s). Below this is the section 'Organization Hierarchy: High Level Organizations' which contains a list item 'TTTL - Training Team Top Level -00002099' highlighted with a red box. At the bottom right is a 'Cancel' button.

3. The *View User Defined Field* page appears. Click on any of the user defined fields to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.

Figure 34. View User Defined Field

View User Defined Field

Click on a User Defined Field to view its characteristics.

Active User Defined Fields

UDF # 1 UDF 1

Activity Type	Create Deposit
Label	UDF 1
Description	UDF 1
Data Type	U.S. Monetary Amount
Display Order Number	1
Activity User Entry	Optional
Minimum Input Length	3
Maximum Input Length	8

[Return Home](#)



View a User Defined Field

To view detailed information about a user defined field, follow these steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **View**.
The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you would like to view user defined field.
A *View User Defined Field* page appears.
4. Click on any of the user defined fields to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

ACR Activity Report - A check processing business report that allows you to view detailed information about transactions that were adjusted, corrected, or reversed/rescinded. Users can generate a report that covers a maximum period of 45 calendar days.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - The agency location code plus a unique two digit number that is used in OTCnet to identify a cashflow at a location within an ALC. This plus two digits accommodates the fact that one ALC can represent many locations, and allows the agency to identify those locations specifically.

Agency Manager - A user that has authorization to view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that

take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved

batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Bureau of the Fiscal Service (FS) - (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA\$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA\$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA) The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Lastly, this user has the ability to create the CCA offline user logon profile using OTCnet online.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, view and classify checks at the item level or batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts and enter batch control values during batch closing. The agency user can also view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform almost all the functions on the Check Capture including view and classify checks at the item level or a batch at the summary level with multiple accounting codes, accept duplicates (not

recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Image Report - A check processing business report that allows you to view the front and back images of a check for an Individual Reference Number (IRN) that you request.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Classification Key (C-Key) - A unique agency accounting code assigned to a transaction. Agencies establish C-Keys in SAM for collection transactions that will be used to derive the appropriate values of TAS-BETC(s).

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be

noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/BFS. These are items that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable for a duration of up to 15 days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with “Electronically Processed” after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish, maintain, and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD

provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions, view other general reports such as the SF215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint..

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable in for a duration of up to 45 days.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The day that Debit Gateway receives transactions from OTCnet. .

Voucher Number - The number assigned to a deposit by OTCnet.

Index

Accounting Codes.....	3, 4, 8, 14, 26	Modify a Processing Option	26
Accounting Specialist.....	3, 4, 12, 33, 43	Modify a User Defined Field.....	39, 40
Administration ...	4, 7, 8, 9, 11, 13, 26, 30, 32, 33, 37, 39, 40, 41, 42, 43, 45, 46	OTC Endpoints .	5, 7, 8, 9, 11, 12, 13, 14, 26, 30, 32, 33, 34, 37, 39, 40, 41, 42, 43, 45
Awaiting Approval (AWAP)	35, 37, 39, 40, 41, 42	Processing Options.	3, 12, 13, 14, 16, 18, 20, 22, 23, 24, 25, 26, 30, 31, 32
Cancel.....	7, 11, 29, 38, 40, 42	Returned Item	14, 16, 17, 22, 26, 27
Creating a User Defined Field.....	33, 37	Submit..	6, 7, 8, 22, 28, 29, 36, 38, 39, 40, 41, 42
Custom Labels	4, 5, 6, 7, 8, 9, 10, 11	User Defined Fields	3, 33, 36, 37, 39, 40, 41, 42, 43, 45
Define a Custom Label	4, 7	View a Custom Label	9, 11
Delete a User Defined Field.....	41, 42	View a Processing Option.....	32
Deposit Approver	4	View a User Defined Field.....	43, 45
Deposit Preparer.....	4, 12, 33, 41	Viewer	43
Draft	35, 37, 39, 40, 41, 42		
Local Accounting Specialist	3, 43		
Managing Custom Labels	3, 4		